

## **Agenda**

1. Call to Order/Opening the Meeting
  - 1.1. Public Meeting Announcement
  - 1.2. Open Meetings Act posted on South wall of Media Center
  - 1.3. Board Member Attendance Roll Call/Sign Acknowledgment of Receipt Notice
  - 1.4. Pledge of Allegiance
  - 1.5. Consent Agenda
    - 1.5.1. Consider Minutes of Previous Meeting(s) and Their Approval (appendix A)
    - 1.5.2. Consider Current Bills and Their Approval (appendix B)
    - 1.5.3. Consider Financial Statements/Treasurer's Report (appendix C)
2. Celebration of Excellence - Diane Balcom
3. Community Input
4. Administrator Reports
  - 4.1. Athletic Director
  - 4.2. Principal
  - 4.3. Superintendent
5. Board Committee Reports
  - 5.1. Facility
  - 5.2. Transportation
6. Discussion/Action Items
  - 6.1. Surplus Items
  - 6.2. Policy Updates
  - 6.3. Set Date for August Special Meeting
  - 6.4. Last Day of School - PreK
7. Upcoming Learning Events
  - 7.1. NASB Area Meeting - Thursday, August 21 (5:00 - 8:00)
  - 7.2. State Conference November 19-21
8. Next Meeting September 15, 2025 following the Tax Request and Budget Hearing.
9. Closed/Executive Session (if necessary)
10. Adjourn

Board of Education Regular Meeting  
Monday, July 14, 2025 6:00 PM Central

Bertrand Community School Media Center  
503 School Street  
Bertrand, NE 68927

Ross Boggs: Present  
Chris Davison: Present  
Isaac Kuck: Present  
Christy Pelton: Absent  
Jonathan Sand: Present  
Ross Winheim: Present

Present: 5, Absent: 1.

Also present: Nicole LeClaire, Steve Bristol, and Craig Newcomb

1. Call to Order/Opening the Meeting

1.1. Public Meeting Announcement

1.2. Open Meetings Act posted on South wall of Media Center

1.3. Board Member Attendance Roll Call/Sign Acknowledgment of Receipt Notice

Motion to excuse Christy Pelton from the July 14th Regular Board Meeting, passed with a motion by Ross Boggs and a second by Chris Davison.

Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Christy Pelton: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 6, Nay: 0

1.4. Pledge of Allegiance

1.5. Consent Agenda

Motion to approve consent agenda, passed with a motion by Chris Davison and a second by Ross Boggs.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

1.5.1. Consider Minutes of Previous Meeting(s) and Their Approval (appendix A)

1.5.2. Consider Current Bills and Their Approval (appendix B)

1.5.3. Consider Financial Statements/Treasurer's Report (appendix C)

1.6. Community Input - None

1.7. Celebration of Excellence - Steph Edgren & Brenda High

2. Administrator Reports

2.1. Athletic Director, Craig Newcomb, reported on the gym floor refinishing, new gym floor being refinished on August 22<sup>nd</sup>, the crow's nest and bleacher projects, and upcoming activities.

2.2. Principal, Steve Bristol, reported on concrete work, Viking logos, and credit recovery.

2.3. Superintendent, Nicole LeClaire, reported on being Rule 10 accredited and the back to school schedule.

3. Board Committee Reports

3.1. Facility – none

3.2. Negotiations -none

3.3. Transportation - none

3.4. Americanism - none

#### 4. Discussion/Action Items

##### 4.1. Technology Upgrade Presentation

Motion to approve for a 3-4-year lease with the lowest interest rate, passed with a motion by Chris Davison and a second by Isaac Kuck.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

##### 4.2. Amendment to the Superintendent's contract modifying the salary for the 2025–2026 contract year.

Motion to approve an amendment to the superintendent's contract modifying the salary for the 2025-2026 contract year, passed with a motion by Ross Boggs and a second by Ross Winheim.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

##### 4.3. Adoption of Resolution for 125 Plan (commonly referred to as the "Cafeteria Plan")

Motion to adopt the attached resolution to allow Omnify to administer the 125 Plan for the 25-26 School Year, passed with a motion by Ross Boggs and a second by Chris Davison.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

##### 4.4. Resignations - None

##### 4.5. New Hires

###### 4.5.1. Cole Birkel - Part-time STS Teacher

Motion to approve the part time certified staff employment for Cole Birkel, passed with a motion by Ross Boggs and a second by Chris Davison.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

###### 4.5.2. Hiring of Kelsey Dannehl - Paraprofessional

Motion to approve the hiring Kelsey Dannehl as a paraprofessional, passed with a motion by Ross Boggs and a second by Chris Davison.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

###### 4.5.3. John Vincent - Maintenance, Substitute Teacher (as needed), SPED Bus Driver

Motion to approve the hiring of John Vincent for SPED driving, maintenance and custodial duties, passed with a motion by Ross Boggs and a second by Chris Davison.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

##### 4.6. Surplus Item

Move to place the grass trailer on surplus, passed with a motion by Ross Boggs and a second by Ross Winheim.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross

Winheim: Yea  
Yea: 5, Nay: 0, Absent: 1

4.7. Lean Too Bids

Motion to table the lean too bids, passed with a motion by Isaac Kuck and a second by Chris Davison.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

4.8. Breakfast & Lunch Prices 2025-2026

Motion to increase PK through adult breakfast and lunch meal prices for the 2025-2026 school year by .10 cents, passed with a motion by Ross Boggs and a second by Ross Winheim.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

4.9. Substitute Pay

Motion to increase sub pay to \$140 with a free lunch, passed with a motion by Ross Boggs and a second by Chris Davison.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

4.10. Policy Updates

Motion to approve the following polices as written. 2006 Complaint Procedure, 3023 Record Management and Retention, 3026 Handbooks, 3036 Purchasing (Credit) Card Program, 3047 Data Breach Response, 3057 Title IX, 4051 Staff and District Social Media Use, 5001 Compulsory Attendance and Excessive Absenteeism, 5015 Protection and Pupil Rights, 6025 Student Cell Phones and Electronic Devices, 6031 Emergency Exclusion Procedures, 6034 Concussion Awareness, passed with a motion by Ross Boggs and a second by Ross Winheim.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

5. Upcoming Learning Events - none

6. Next Meeting

7. Closed/Executive Session – none

8. Adjourn

Motion to adjourn the July 14th regular Board of Education meeting at 7:10 p.m. and set the next regular Board of Education meeting for August 11th at 5:00 p.m. passed with a motion by Ross Boggs and a second by Isaac Kuck.

Christy Pelton: Absent, Ross Boggs: Yea, Chris Davison: Yea, Isaac Kuck: Yea, Jonathan Sand: Yea, Ross Winheim: Yea

Yea: 5, Nay: 0, Absent: 1

44881 ACE HARDWARE	681.67 BUILDING/GROUNDS
44882 AED AUTHORITY	735.00 AED MACHINES
44883 AMAZON CAPITAL SERVICES	265.21 AMAZON SUPPLY PURCHASES
44884 AUTO SHACK, INC.	21.50 VEHICLE REPAIRS
44885 BLACK HILLS ENERGY	227.87 NATURAL GAS
44886 BLICK ART MATERIALS	7.98 ART SUPPLIES
44887 BRISTOL, STEVE	100.00 REIMBURSEMENT
44888 CDL, INC.	464.32 MONTHLY SERVICE
44889 CHS AGRI SERVICE CTR.	867.16 MONTHLY SERVICE
44890 CROSS COUNTRY MARKET	18.00 SUPPLIES
44891 EAKES OFFICE SOLUTIONS	6,661.67 COPIES/SUPPLIES/FURNITURE
44892 EARLY CHILDHOOD TRAINING CENTER	60.00 TRAINING
44893 ESU #11	23,059.93 MONTHLY/QUARTERLY SERVICES
44894 ESU 15	75.00 TRAINING
44895 ESU COORDINATING COUNCIL	588.50 SOFTWARE LICENSES
44896 FAMILY MEDICAL SPECIALTIES	229.00 BUS EXAM
44897 FILTER SHOP	1,830.79 BUILDING MAINTENANCE
FIRST STATE BANK	35.00 ACH FEE
44898 FOLLETT SOFTWARE	1,223.88 LIBRARY SOFTWARE
44899 FRONTIER COMMUNICATIONS	240.75 TELEPHONE
44900 GENERAL FUND CLEARING	388.30 REIMBURSEMENT
44901 GREEN LANDSCAPES INC.	725.00 GROUNDS
44902 HEARTLAND REFRIGERATION INC.	402.50 EQUIPMENT REPAIR
44903 HOLDREGE DAILY CITIZEN	113.87 LEGAL NOTICES
44904 HOMETOWN LEASING	1,811.16 COPIER PAYMENT
44905 INNOVATIVE OFFICE SOLUTIONS LLC	1,264.98 INSTRUCTION SUPPLIES
44906 INSPIRE REHABILITATION, LLC	34.02 SPED PT
44907 LECLAIRE, NICOLE	70.18 TELEPHONE REIMB.
44908 MATHESON TRI-GAS INC.	16.00 SHOP/FFA SUPPLIES
44909 NASB ALICAP	50,477.00 INSURANCE/SAFETY
44910 NEBRASKA COUNCIL OF SCHOOL ADM	665.00 MEETING
44911 NEBRASKA SAFETY CENTER	540.00 DRIVER TRAINING
44912 OMNIFY	250.00 BENEFITS
44913 PERMA-BOUND	117.76 LIBRARY SUPPLIES
44914 PIONEER DOOR, INC.	587.00 BUS BARN
44915 PLANBOOK	504.00 SUBSCRIPTION
44916 PRO BUILDING SUPPLY INC.	215.88 INSTRUCTION EXP.
44917 PRO TRACK AND TENNIS INC.	5,900.00 TRACK REPAIR
44918 PROTEX CENTRAL INC.	673.24 SECURITY SYSTEM
44919 SCHOOL MATE	763.75 STUDENT PLANNERS
44920 SOUTH CENTRAL SANITATION	2,104.30 WASTE BINS
44921 SOUTHERN POWER DISTRICT	6,561.13 ELECTRICITY
44922 STAPLES ADVANTAGE	167.04 INSTRUCTION/CUSTODIAL
44923 STATE OF NEBRASKA	505.22 NETWORK SERVICE
44924 STUKENTCTE	1,595.00 CTE COURSE
TIME MANAGEMENT SYSTEMS	250.29 TIME CARDS
44925 TRANE	11,396.62 MAINTENANCE
44926 US BANK	4,311.67 CREDIT CARD CHARGES
44927 VERIZON WIRELESS	123.14 CELL PHONE
44928 VILLAGE OF BERTRAND	819.87 WATER/SEWER/TRASH/
44929 WEISSERT HARDWOOD FLOORING INC	4,782.00 BUILDING MAINTENANCE
44930 WINDSTREAM	67.33 DISTANCE LEARNING
44931 ZANER-BLOSER	1,954.15 TEACHING SUPPLIES

AUGUST BILLS:	\$137,550.63
AUGUST PAYROLL:	<u>\$285,026.23</u>
TOTAL AUGUST BILLS & PR	<u>\$422,576.86</u>

## GENERAL FUND CLEARING

July 31, 2025

GFC

\$	DATE	CK#	TO	ACCT #	DESCRIPTION
90.90	07/14/25	4362	Jordan McBride	11100580001000	Meals During Training
149.40	07/22/25	4363	US Postmaster	12510531000000	Newsletter
148.00	07/31/25	4364	Allen Wissmann	12710340000000	Bus Physical

388.30

BERTRAND COMMUNITY SCHOOL FINANCIAL REPORT AS OF JULY 31, 2025

	RECEIPTS	DISBURSEMENT	BALANCE
<b>GENERAL FUND</b>			
(Checking & Money Market)			
<b>Balance JUNE 30, 2025</b>			<u>\$4,991,461.46</u>
Receipts	\$106,379.80		
Disbursements			
Bills & Payroll		\$358,081.11	
Prepaid CTE Grant & Ret Adj.			
VOID Ck44844		-\$155.38	
<b>Balance JULY 31, 2025</b>			<u>\$4,739,915.53</u>
<b>ACTIVITY FUND</b>			
<b>Balance JUNE 30, 2025</b>			<u>\$160,905.99</u>
Receipts	\$11,686.93		
Disbursements			
<b>Balance JULY 31, 2025</b>			<u>\$172,592.92</u>
<b>ATHLETIC FUND</b>			
<b>Balance JUNE 30, 2025</b>			<u>\$48,051.47</u>
Receipts	\$2,904.95		
Disbursements		\$9,017.89	
VBC Reimb		-\$9,000.00	
<b>Balance JULY 31, 2025</b>			<u>\$50,938.53</u>
<b>DEPRECIATION FUND</b>			
(Bus Replacement)			
<b>Balance JUNE 30, 2025</b>			<u>\$597,352.05</u>
Interest	\$558.27		
Disbursements			
Dollarmur-WR Mats		\$7,166.28	
<b>Balance JULY 31, 2025</b>			<u>\$590,744.04</u>
<b>BUILDING FUND (Regular)</b>			
<b>Balance JUNE 30, 2025</b>			<u>\$1,918,109.49</u>
Receipts			
Gosper Co.	\$1,346.33		
Phelps Co.	\$6,224.61		
Interest	\$816.45		
Disbursements			
None			
<b>Balance JULY 31, 2025</b>			<u>\$1,926,496.88</u>
<b>BOND FUND</b>			
Receipts	\$3,032.16		
Disbursements			
None			
<b>Balance JULY 31, 2025</b>			<u>\$337,563.91</u>
<b>QCPF-2</b>			
Receipts	\$4,028.07		
Disbursements			
None			
<b>Balance JULY 31, 2025</b>			<u>\$340,998.94</u>
<b>HISTORICAL INFORMATION</b>			
	<u>2022</u>	<u>2023</u>	<u>2024</u>
General	\$1,982,899	\$2,305,196	3,129,662
Depreciation/Bus Replacement	\$321,271	\$410,451	496,475
Building	\$489,906	\$1,010,419	1,538,506
Bond	\$293,305	\$310,734	322,990
QCPF #2	\$337,604	\$323,781	313,109

Cash Receipt Listing by Received From

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
1900		07/08/2025	Hot Lunch Salary Reimb	01 101	Salary Reimb.	14,323.71
1900		07/08/2025	Hot Lunch Salary Reimb	01 101	Salary Reimb.	11,741.58
0721-01		07/12/2025	EFT ESU 11 - Stipend	01 2210	McCain Stipend	400.00
1902		07/12/2025	Salvage	01 5690	Salvage	117.00
1902		07/12/2025	Ins. Reimb.	01 453	Pelton Ins. Reimb	1,598.61
1902		07/12/2025	Ins. Reimb.	01 453	Boggs Ins. reimb	84.95
0723-01		07/12/2025	EFT St of NE - GMS	01 3551	GMS GRANT	7,500.00
0731-01		07/13/2025	Interest on Acct	01 1510	Interest	4,460.00
Total:						40,225.85
0707-01	GOSPTREAS GOSPER CO TREASURER	07/07/2025	County Taxes	01 1100	Taxes	8,566.29
0707-01	GOSPTREAS GOSPER CO TREASURER	07/07/2025	County Taxes	01 1125	Motor Vehicle	1,842.80
0707-01	GOSPTREAS GOSPER CO TREASURER	07/07/2025	County Taxes	01 2110	Fines	948.79
0707-01	GOSPTREAS GOSPER CO TREASURER	07/07/2025	County Taxes	01 3130	Homestead	766.02
0707-01	GOSPTREAS GOSPER CO TREASURER	07/07/2025	County Taxes	01 3180	MVPR	707.34
GOSPTREAS GOSPER CO TREASURER Total:						12,831.24
1901	PHELPTREAS PHELPS CO. TREASURER	07/15/2025	County Taxes	01 1100	Taxes	43,517.45
1901	PHELPTREAS PHELPS CO. TREASURER	07/15/2025	County Taxes	01 1125	Motor Vehicle	6,683.89
1901	PHELPTREAS PHELPS CO. TREASURER	07/15/2025	County Taxes	01 2110	Fines	158.05
1901	PHELPTREAS PHELPS CO. TREASURER	07/15/2025	County Taxes	01 3130	Homestead	2,963.32
PHELPTREAS PHELPS CO. TREASURER Total:						53,322.71

Summary Totals

<u>Account Type</u>	<u>Cash Accounts</u>	<u>Receivable Accounts</u>
Subtotal Revenue	78,630.95	106,379.80
Subtotal Expense		106,379.80
Subtotal General Ledger	27,748.85	
Account Total	106,379.80	
Total:		106,379.80

Activity Fund Balance Report - Summary - Exclude Encumbrances  
 07/2025 - 07/2025

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 8101	FUND BALANCE/GENERAL	6,029.09	0.00	0.00	0.00	6,029.09
05 704 8102	FUND BALANCE/LIBRARY	982.84	0.00	0.00	0.00	982.84
05 704 8103	FUND BALANCE/POP MACHINE	(266.25)	0.00	0.00	0.00	(266.25)
05 704 8104	FUND BALANCE/AG EDUCATION	3,550.00	0.00	0.00	0.00	3,550.00
05 704 8105	FUND BALANCE/SHOP - WOODS	5,947.38	0.00	0.00	0.00	5,947.38
05 704 8106	FUND BALANCE/CLASS 2028	350.00	0.00	0.00	0.00	350.00
05 704 8107	FUND BALANCE/CLASS OF 2021	1,458.55	0.00	0.00	0.00	1,458.55
05 704 8108	FUND BALANCE/CLASS OF 2023	47.60	0.00	0.00	0.00	47.60
05 704 8109	FUND BALANCE/CLASS OF 2024	1,334.00	0.00	0.00	0.00	1,334.00
05 704 8110	FUND BALANCE/CLASS OF 2025	963.43	0.00	0.00	0.00	963.43
05 704 8111	FUND BALANCE/CLASS OF 2026	547.27	0.00	0.00	0.00	547.27
05 704 8112	FUND BALANCE/CLASS OF 2027	3,595.47	0.00	0.00	0.00	3,595.47
05 704 8113	FUND BALANCE/CLASS OF 2032	340.00	0.00	0.00	0.00	340.00
05 704 8114	FUND BALANCE/B CLUB	11,121.22	0.00	0.00	0.00	11,121.22
05 704 8116	FUND BALANCE/NHS	6,891.89	0.00	0.00	0.00	6,891.89
05 704 8117	FUND BALANCE/STUDENT COUNCIL	1,817.45	0.00	0.00	0.00	1,817.45
05 704 8120	FUND BALANCE/BAND	2,119.16	0.00	0.00	0.00	2,119.16
05 704 8121	FUND BALANCE/CONCESSIONS	15,981.48	0.00	0.00	0.00	15,981.48
05 704 8122	FUND BALANCE/BCSVSO	1,883.85	0.00	0.00	0.00	1,883.85
05 704 8126	FUND BALANCE/PLAY	921.23	0.00	0.00	0.00	921.23
05 704 8130	FUND BALANCE/READING ENRICH	4,635.66	0.00	0.00	0.00	4,635.66
05 704 8135	FUND BALANCE/SPEECH	110.41	0.00	0.00	0.00	110.41
05 704 8136	FUND BALANCE/INST. RENTAL	75.00	0.00	0.00	0.00	75.00
05 704 8137	FUND BALANCE-STUDENT FEES	180.00	0.00	0.00	0.00	180.00
05 704 8140	FUND BALANCE YEARBOOK	0.00	0.00	0.00	0.00	0.00
05 704 8144	FUND BALANCE-YEARBOOK 2022-2023	(160.07)	0.00	0.00	0.00	(160.07)
05 704 8145	FUND BALANCE YEARBOOK 2023-2024	(1,798.73)	0.00	0.00	0.00	(1,798.73)
05 704 8146	FUND BALANCE YEARBOOK 24-25	1,880.82	0.00	68.93	0.00	1,949.75
05 704 8148	FUND BALANCE/ELEM GRANT	1,310.06	0.00	0.00	0.00	1,310.06
05 704 8149	FUND BALANCE - JEANS FUND	3,641.78	0.00	0.00	0.00	3,641.78
05 704 8150	FUND BALANCE-GREENHOUSE DONATIONS	239.29	0.00	0.00	0.00	239.29
05 704 8151	FUND BALANCE BEEF BOOSTERS FTF	(284.02)	0.00	0.00	0.00	(284.02)
05 704 8152	FUND BALANCE - ART PROJECTS	1,045.58	0.00	0.00	0.00	1,045.58
05 704 8154	FUND BALANCE - DIABETES SUPPLIES	1,268.18	0.00	0.00	0.00	1,268.18
05 704 8155	FUND BALANCE-IPAD INSURANCE	69,528.84	0.00	0.00	0.00	69,528.84
05 704 8160	FUND BALANCE BLEACHERS	7,500.00	0.00	11,618.00	0.00	19,118.00
05 704 8175	FUND BALANCE/CONCESSIONS HOLDING	6,117.53	0.00	0.00	0.00	6,117.53
Fund Total:		160,905.99	0.00	11,686.93	0.00	172,592.92

Activity Fund Balance Report - Summary - Exclude Encumbrances  
 07/2025 - 07/2025

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
04 704	FUND BALANCE	35,342.16	0.00	0.00	0.00	35,342.16
04 704 9101	ATH GATE FUND BALANCE	19,672.02	0.00	0.00	0.00	19,672.02
04 704 9102	ATH MISC. FUND BALANCE	(21,279.99)	(5,968.91)	2,904.95	0.00	(12,406.13)
04 704 9103	ATH OFFICIALS FUND BALANCE	(18,825.00)	0.00	0.00	0.00	(18,825.00)
04 704 9104	ATH MEET FUND BALANCE	(402.14)	0.00	0.00	0.00	(402.14)
04 704 9105	ATH EQUIPMENT FUND BALANCE	(7,991.06)	4,063.95	0.00	0.00	(12,045.03)
04 704 9120	ATH VOLLEYBALL FUND BALANCE	2,820.04	450.00	0.00	0.00	2,370.04
04 704 9121	ATH FOOTBALL FUND BALANCE	6,170.89	1,050.00	0.00	0.00	5,120.89
04 704 9122	ATH BOY BB FUND BALANCE	54.31	0.00	0.00	0.00	54.31
04 704 9123	ATH GIRLS BB FUND BALANCE	3,008.55	432.85	0.00	0.00	2,575.70
04 704 9124	ATH CC FUND BALANCE	864.76	0.00	0.00	0.00	864.76
04 704 9125	ATH CHEERLEADERS FUND BALANCE	2,762.96	0.00	0.00	0.00	2,762.96
04 704 9126	ATH TRACK FUND BALANCE	15,185.00	0.00	0.00	0.00	15,185.00
04 704 9140	ATH VIKING STORE FUND BALANCE	3,788.62	0.00	0.00	0.00	3,788.62
04 704 9141	ATH DONATED FUNDS BALANCE	7,266.96	0.00	0.00	0.00	7,266.96
04 704 9150	ATH. VIKING BOOSTER CLUB FUND BALANCE	(386.59)	0.00	0.00	0.00	(386.59)
Fund Total: 04		48,051.47	17.89	2,904.95	0.00	50,938.53

**Bertrand Community School  
Hot Lunch July  
2024-2025**

**Cash Balance 6/30/2025** **\$39,507.03**

**Receipts**

Student Lunches	\$259.20
General Fund	\$0.00
Noon Duty	\$2,997.85
State Reimb.	\$0.00
Adult	
Roll	\$0.00
Preschool	\$229.80
Rebate	
Reimbursement	\$0.00

**Total Receipts** **\$3,486.85**

**Total Available** **\$42,993.88**

**Expenditures**

Food	\$863.07
Salary	\$0.00
SS	\$0.00
Medicare	\$0.00
Retirement	\$0.00
Insurance	\$0.00
Equipment/Improvements/Supplies	\$0.00
Other	\$0.00

**Total Expenditures** **\$863.07**

**Cash Balance 7/31/2025** **\$42,130.81**

**Nebraska Coaches Association:** Multi-sport coaches clinic was held in Lincoln at North Star High School July 21-23. 8 Bertrand coaches attended multiple sessions in their respective sports at the clinic.

**Facilities:**

Crows Nest update -

**This month's activities**

MON AUG 11 — Fall Sports Practices Begin

WED AUG 13 — 1st day of school

MON AUG 18 — FFA: Trash pickup

TUE AUG 19 — VB: Jamboree scrimmage at Sargent - 6:00

WED AUG 20 — Individual and fall activities pictures

FRI AUG 22 — VBC Tailgate at FB Field

MON AUG 25 — Band performs at State Fair - 11:15

THU AUG 29 — CC @ Medicine Valley Invite - 10:00  
— VVB @ Southwest - 5:00 / 6:00

FRI AUG 29 — FB @. Kenesaw - 7:30

TUE SEPT 2 — VB @ Elm Creek - 4:30 / 5:30

THU SEPT 4 — VB: Alma/Cambridge Triangular (Home) - 5:00  
— CC @ Gibbon Inv. - 5:30

FRI SEPT 5 — FB vs Arapahoe - 3:00

MON SEPT 8 — JH FB & VB vs. Hi-Line (Home) - 3:00  
— JV FB & VB vs. Hi-Line (Home) - 5:00

# **August 2025 Principal Report**

## **Buildings and Grounds**

- Bids are being solicited for the west gym roof replacement/fix
- Morton Buildings is looking at a solution for the snow that settles on the SE corner of the gym.
- The gutters and downspouts on the north side of the school have been repaired or replaced.

## **Transportation**

- All vehicles are in the process or have been inspected per DOT requirements.

## **High School/Elementary**

- Teachers and Staff reported today for trainings and policy reviews
- Enrollment is steady at 240, last year 242, prior year 241
- First day for students is August 13th,
- New teachers attended a teacher training in Holdredge last week

## **Administrative**

- A drill schedule for tornado, fire and evacuations etc. is scheduled.
- Open house is 8/11/25 from 6:00-7:30 p.m.

# BACK TO SCHOOL

## Superintendent Report

### NEW TEACHER INSERVICE

Our new teacher mentor program is officially underway! Our new teachers have been paired with experienced mentors to provide guidance, share resources, and build connections throughout the year. The program kicked off during Thursday's inservice, which was both productive and fun. Staff engaged in team-building activities, leaning, and plenty of laughter—setting a positive tone for the school year ahead.

### UPCOMING PRIORITIES

- Finalize budget & tax request.
- Americanism Committee annual report prep.
- Parent-teacher communication survey in September.

### TECHNOLOGY UPDATE

Technology Refresh & Renewal –  
4 Year Financing with 0% Interest

### INSTRUCTIONAL UPDATES

- CIP Year 3 focus: MTSS implementation & intentional data analysis
- Vertical Alignment across Core Subjects
- PD Alignment with Strategic Priorities

### SAFETY & FACILITIES

- SVPP school safety grant application pending.
- Key Inventory & Fob Access updates in progress.
- Camera & entry upgrades scheduled for October.

### ACTIVITIES

- **HoCo September 8-12**
- Main Street Painting – 8th
- Pep Rally – 12<sup>th</sup> 2:00
- Game & Dance – 12th











**Miller**  
**Millermatic 250X**  
Wire Welder

**RATED OUTPUT**  
WIRE SPEED (IPM) 25  
MAX. AMP. 250  
MAX. VOLT. 28



ON OFF

10

**Miller**

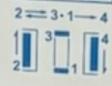
DELTA



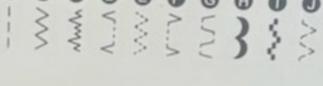


**SINGER**

**BUTTONHOLE**



**UTILITY**



**STRETCH**



Stitch Selection

*Scholastic*







## **3003**

### **Bidding for Construction, Remodeling, Repair, or Site Improvement**

#### **I. Applicability of this policy.**

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

#### **II. Projects with an Estimated Cost of Less than \$109,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

#### **III. Formal Bidding for Major Purchases and Construction**

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds ~~\$144,000-\$118,000.~~

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3004.1**  
**Fiscal Management for Purchasing and Procurement Using Federal Funds**

**I. Applicability of Policy**

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

**II. Procurement System**

The District maintains the following purchasing procedures.

**A. Responsibility for Purchasing**

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

## **B. Methods of Purchasing**

The type of purchase procedures required depends on the cost of the item(s) being purchased.

### **1. Purchases up to \$10,000 (Micro-Purchases)**

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

### **2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)**

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

#### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

#### 4. **Noncompetitive Proposals (Sole Sourcing)**

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The procurement transaction can only be fulfilled by a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

#### 5. **Competitive Proposals.**

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
  - 2) Proposals must be solicited from an adequate number of qualified sources; and
  - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

#### **C. Use of Purchase (Debit & Credit) Cards**

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

#### **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

#### **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

#### **F. Settlements of Issues Arising Out of Procurements**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **III. Conflict of Interest and Code of Conduct**

**A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.**

**B. Purchases covered by this policy are subject to the following additional provisions.**

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

#### **C. Favors and Gifts**

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

#### **D. Enforcement**

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

### **IV. Property Management Systems**

#### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

## **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

#### **D. Physical Inventory**

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

#### **E. Maintenance**

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

#### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

#### **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

#### **H. Disposal of Equipment**

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

#### **I. Equipment Retention**

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

#### **J. Equipment and Capital Expenditures**

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

#### **K. Depreciation**

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

#### **L. Reporting and Recording Federal Property Interest**

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

#### **V. Financial Management**

### **A. Identification**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

### **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

### **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

### **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

### **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

### **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

#### **G. Allowability of Costs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

Commented [1]: 2 CFR Part 200, Subpart E

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

#### **H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching**

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

### **I. Cost Sharing or Matching**

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

### **J. Documentation of Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

#### **B. Time and Effort Procedures**

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

#### **C. Fringe Benefits**

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

#### **D. Leave**

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

#### **E. Unexpected or Extraordinary Circumstances**

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

## **F. Documentation for Personnel Expenses**

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

## **VII. Other Contract Matters.**

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

### **B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

**Buy American.** The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

### **C. Record Keeping**

#### 1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to

facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

## 2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

**D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **4057 Superintendent Evaluation**

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

**Dates.** Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the **October** board meeting, and (2) at or prior to the **January** board meeting. Annual evaluations shall generally take place ~~at a board meeting held~~ during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, ~~the~~ superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4059**  
**Behavioral and Mental Health Training**

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education’s list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

**[OPTION 1]** For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

**[OPTION 2]** For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is \_\_\_\_\_ **[INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]**

**[OPTION 3]** For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal

and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student

seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5031 Student Appearance**

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

**General Regulations.** The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

**Cultural and Religious Attire.** Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids,

locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

**Health and Safety Considerations.** Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

**Health and Safety Accommodation Process.** If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

**Recordkeeping.** The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

**Enforcement.** Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5034**  
**[INTENTIONALLY LEFT BLANK]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6044**

**Participation and Assignment of Athletic Teams**

**Designation of Athletic Team or Sport.** The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

<b>Sport/Team</b>	<b>Designation</b>
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams


**Participation on Assigned Teams.** Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

**Determination of Student Sex.** To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

**Conduct of Visitors and the Public.** Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5004 Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### **1. Definitions**

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K - 3.
- e. Middle School Defined.** Middle school means grades 4-6th.
- f. High School Defined.** High school means grades 7 through 12th.

**2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

**3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

**4. Standards for Acceptance or Rejection of Option Students.**

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
    - ii. Would require the procurement of new equipment, technology, or furnishings;
    - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
    - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
    - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
  - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
  - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
    - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
    - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
  - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

**6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

**7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

**8. Procedure for Students Optioning Into or Out of the School District.**

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

**9. Late Applications and Requests for Release**

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

**b.** The board of education will approve late applications to option into the district under the following conditions:

i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

**b.** The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

**c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

## **10. Students Who Do Not Need a Release from the Resident District**

**a.** A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:

i. When the student has relocated to a different resident school district after February 1

ii. When a student's option school district merges with another district effective after February 1

**b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

## **11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

## **12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 1/11/2010

Revised on: 7/11/2011, 8/12/2013, 7/14/2014, 7/11/2016, 7/11/2022,  
6/12/2023

Reviewed on: \_\_\_\_\_

## **5005 Transportation**

[OPTION 1]. Option Transportation. The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless otherwise required by law

[OPTION 2] Option Transportation. The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing -

**[Option 3] Option Transportation.** The board of education shall annually set the rate for transportation services for option-enrolled students. Such transportation may only be enacted if there is mutual agreement between the school district and the parent or legal guardian of the option student. If such agreement is reached, the stops at the option homestead will be recorded by the school vehicle operator and a billing fee will be assessed to the parent or legal guardian on an annual basis. If two or more option students from the same homestead use school transportation, the district will charge for each trip made. Under no circumstances will an option student(s) be provided school transportation to and from his/her homestead if the result of such transportation (1) necessitates the addition of a third bus route and/or (2) increases the time necessary to run the complete bus route beyond the limit of one hour.

If the option student resides within the distance of one mile of the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ per mile per stop.

If the option student resides a distance greater than one mile but less than or equal to two miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first mile and \$.\_\_\_\_ for the additional mile per stop.

If the option student resides a distance greater than two miles but less than or equal to three miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first two miles and \$.\_\_\_\_ for the additional mile, per stop.

If the option student resides a distance greater than three miles but less than or equal to four miles from the route used to reach a homestead which is a

regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first three miles and \$.\_\_\_\_ for the additional mile, per stop.

If the option student resides a distance greater than four miles but less than or equal to five miles from the route used to reach a homestead which is a regular bus stop of a resident student, the fee shall be set at a rate of \$.\_\_\_\_ for the first four miles and \$.\_\_\_\_ for the additional mile, per stop.

For distances greater than five miles from the route used to reach a homestead which is a regular bus stop for a resident student, the same formula used to determine the above quoted rates will be used to determine the fee.

Students who qualify for free lunch may be entitled to transportation or mileage reimbursement pursuant to state law.

Adopted on: 1/11/2010

Revised on: 6/14/2021

Reviewed on:

**6001**

**School Organization**

The school district shall be organized under a system whereby kindergarten through 3rd grade shall be designated the elementary school, and 4th grade through 8th grade shall be designated the middle/junior high school and 9th through 12th high school.

Adopted on: 6/14/2021

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **1001 General Policy Statement**

The organization, management, and control of this school district is vested in its board of education ("board"). To guide the board and school district operations, and to assist it and its designees in carrying out duties, the board will establish, maintain, and amend a set of policies.

Written board policies serve the following purposes:

1. Formally articulating the board's goals and long-term objectives.
2. Providing district administrators and staff with guidance in making decisions that affect students, employees and patrons of the district.
3. Informing the public of the manner that the board and district will conduct its business and its relationships with staff, pupils, parents and patrons.

To avoid unnecessary rigidity, these policies are stated in general terms. With the exception of statutory requirements or instances when the specific application of a policy is essential to the long-term welfare of the district, these policies are intended to provide administrators with the flexibility to apply them to a wide range of situations.

The policies are not the only guidelines for district operations. Specific regulations, procedures, and practices also help guide and govern actions and decisions. They must be consistent with policies, but serve a different purpose.

### **Exceptional Circumstances**

The board cannot foresee every situation that may arise, and circumstances will occur when these policies provide inadequate guidance. In such circumstances, the superintendent should use his or her best judgment, and communicate with the board about the situation as soon as is convenient.

## **Validity of Policies**

Each policy and its provision should be interpreted so that it is valid under applicable law. If a court determines that a provision of a policy is invalid, such invalidity shall not affect the remaining provisions of that policy.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_